



5 COORDINATION/INTEGRATION

Effective: 7/1/97

5.9 State and Local WIC Memoranda of Understanding

Revised: 3/1/98

POLICY: All appropriate staff should be familiar with and implement State WIC MOUs. The State WIC Office will send new/revised MOUs as revisions to this policy; other parties involved in these MOUs are responsible for distribution to local grantees, etc. Local WIC projects may develop MOUs with other agencies/programs as needed to improve services to WIC participants (see the Confidentiality Policy).

BACKGROUND: Federal WIC Regulations and USDA policy require MOUs or agreements in order to disclose client information, without written consent, to other public health or welfare programs for the purpose of eligibility for the program services. However, MOUs may also be developed for other purposes, as well, e.g., delineation of responsibilities or activities to be conducted.

In general, a Memorandum of Understanding (MOU) is a written document between two or more parties in which they agree to perform certain complementary functions in service of a common goal, while an agreement or contract is a legally binding agreement that imposes an obligation on one party to perform specified duties in return for financial compensation. For policies and procedures pertaining to subcontracting, see the Administration Chapter.

PROCEDURE:

A. INFORM STAFF AND COLLEAGUES OF MOUs

1. Inform or train appropriate WIC staff on the contents of State MOUs; implement accordingly.
2. Discuss the MOUs with other parties as appropriate to assure consistent implementation.

B. DETERMINE NEED FOR ADDITIONAL MOUs

Determine need for additional MOUs, as appropriate. Use the listing of programs/services available to WIC participants (e.g., the "Summary of Coordination/Integration Methods and Programs/Services for the WIC Population," the Attachment in Policy 5.2) as a starting point for assessing where improvement in services (e.g., disclosure of participant information without written consent) may be accomplished through the development of a local MOU.



C. MODEL MOU

A Model MOU between WIC Projects and Local Health Departments was developed by the Bureau of Public Health (see Attachment). The Bureau recommends that this be used to develop local MOUs.

ATTACHMENTS:

- * State WIC/Immunization MOU
- * State Bureau of Public Health/Bureau of Health Care Financing MOU pertaining to Medicaid, including Healthy Start, HealthCheck, Prenatal Care Coordination, etc.
- * Model Memorandum of Understanding: Local WIC Project and Local Health Department, plus Rationale